

NUTRITIONIST

Milwaukee Health Department

THE PURPOSE is to provide administrative, nutrition and client services to the City of Milwaukee Health Department's (MHD) Women, Infants and Children Supplemental Nutrition program (WIC). This position serves as a lead worker for dietetic technicians, clinic assistants and office support WIC staff.

ESSENTIAL FUNCTIONS:

Client Services

- Perform complete WIC certifications including, but not limited to: intake/registration, anthropometric measurement, hemoglobin/lead test, nutrition/breastfeeding assessment, counseling, food instrument issuance, immunization assessment, and referral to health care providers and community agencies as needed.

Nutrition Education Services

- Develop, implement, and monitor nutrition work plans;
- Serve as nutrition resource to WIC staff, public health nurse and the community; and
- Conduct follow up nutrition for high risk and at-risk counseling;

OTHER FUNCTIONS:

Administrative Services

- Assure implementation and compliance of WIC Federal, State and Project regulations and policies in operations and systems manuals to assure quality customer service;
- Schedule and facilitate WIC clinic team meetings to assure continuous quality improvement;
- Attend and represent the MHD WIC program at Milwaukee County Project Nutritionist and Breastfeeding Coalition meetings as assigned;
- Assist in training employees (including BF Peer Counselors and student interns) in administrative, clinical and nutrition operations; and
- Assure outreach to underserved segments of the community;

Miscellaneous

- Provide back-up to other WIC staff; and
- Perform other duties as assigned.

CONDITIONS OF EMPLOYMENT:

- Must have a properly insured automobile for use on the job at time of appointment and throughout employment. Automobile allowance is provided in accordance with applicable labor agreement.
- Must become a Certified Lactation Educator (CLE) or Certified Lactation Counselor (CLC), and must meet state WIC mandates as noted in 10.23-2 and 10.23-3 of WIC OPS manual within two (2) years of appointment date, and maintain certification status throughout employment.
- Employees assigned to the WIC Program will be expected to report to any of the City of Milwaukee WIC clinic locations as assigned. Assignments may be made on short notice to provide staff coverage during unexpected absences or emergency situations.
- All WIC staff participates in a work schedule which includes early evening hours on assigned days. The current hours of work for this position are Tuesday, Wednesday, Friday 8:00 AM – 4:45 PM, and Monday, Thursday 10:30 AM – 7:00 PM.
- Travel outside the City of Milwaukee, which may include occasional overnight travel may be required.

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990.

MINIMUM REQUIREMENTS

1. Bachelor's degree (B.A.) or equivalent from a four-year college or university with a major in Foods and Nutrition, Dietetics, or related field from an accredited college or university.

Note: Transcripts must be submitted with application materials.

2. Registration as a Registered Dietitian (RD) by the American Dietetic Association (ADA) at time of appointment and must be maintained throughout employment.
3. Certified Dietitian (CD) who is certified with the State of Wisconsin (through the Department of Regulation and Licensing)

OR

CD registration-eligible at time of appointment AND must pass the Commission on Dietetic Registration's Examination AND obtain certification with the State of Wisconsin within six months after appointment date.

4. Valid driver's license at time of appointment and throughout employment.
5. Residency in the City of Milwaukee within six months of appointment and throughout employment.
6. Ability to work with infants and small children, including lifting them onto measuring apparatus such as scales.

DESIRED QUALIFICATIONS:

- One year of community nutrition experience.

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER CHARACTERISTICS:

- Knowledge of database, spreadsheet, word processing, and web-based software (i.e. ROSIE)
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals.
- Ability to write routine reports and correspondence;
- Ability to speak effectively before groups of customers or employees of the organization;
- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions; percentages, areas, circumference and volume;
- Ability to apply concepts of basic algebra and geometry;
- Ability to build and maintain good working relationships with a multi-cultural and multi-discipline staff
- Ability to maintain confidentiality and provide services in a culturally sensitive manner
- Ability to lift and move up to 25 pounds.

THE CURRENT SALARY RANGE (594) is \$45,940 to \$55,742 annually with excellent benefits. Recruitment is normally at the beginning of the pay range.

THE SELECTION PROCESS will be job related and will consist of one or more of the following: training and experience evaluation; written, oral, or performance examinations; or other assessment methods. The Department of Employee Relations reserves the right to call only the most qualified candidates to oral and performance examinations. Oral examinations may include written exercises. Selection process component weights will be determined by further analysis of the job.

The examination will be held as soon as practical after **September 27, 2010.** Receipt of applications may be discontinued after this date without prior notice; however, recruitment may continue until the needs of the City have been met. Qualified applicants will be notified by mail of the date, time, and place of the examination.

APPLICATIONS and further information may be obtained from www.milwaukee.gov/jobs or in person or via mail from City of Milwaukee Department of Employee Relations, Room 706, City Hall, 200 E Wells St, Milwaukee, WI 53202-3554, or by calling 414.286.3751.